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POSITION TITLE ANNOUNCEMENT NUMBER PURCHASING ASSISTANT 0058016					DATES: 08/01/00 CLOSING (Close of business) 08/01/00 08/17/00				EXPIRATION (For "Open Until Filed" vacuacies remove posting in this ditte)				
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Human Resources Services & Operations Office of Human Resource	Region I	Personnel Officer	х	T		ON M/	Region III Personnel Office	r	Region IV	Person	el Officer		

U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532

U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303

U.S. Nuclear Regulatory Commission 475 Allendate Road King of Prussia, PA 19406

U.S. Nuclear Regulatory Commission Washington, D.C. 20555 U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

CAREER OPPORTUNITY ANNOUNCEMENT

(Continuation)

			PAGE OF
ANNOUNCEMENT NUMBER	OPENING DATE		EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
0058016	08/01/00	08/17/00	

RATING FACTORS - CONTINUED

(Describe specific experience, training and developmental assignments that demonstrate your knowledge of procurement statutes and regulations, NRC procurement regulations and procedures. Discuss the types of procurement actions you have performed for your organization).

Knowledge of basic accounting methods and NRC accounting procedures.

(Describe specific experience, training and developmental assignments that demonstrate your knowledge of basic accounting methods and NRC accounting procedures. Describe your experience in recording accounting transactions using accounting codes. Discuss your knowledge of and experience in incurring and recording of obligations).

3) Knowledge of the priorities for determining government sources for acquisition of supplies and materials.

(Describe specific knowledge and experience in the selection of sources of supply in an order of priority set by government regulations (e.g., UNICOR, Federal Supply Schedules, commercial sources).

4) Skill in translating general requirements as provided by requisitioning offices into specific requirements.

(Describe specific experience, training, and developmental assignments which demonstrate your abilities to translate general requirements as provided by requisitioning offices into specific requirements. Provide examples of complex procurements you have performed which require detailed requirements document).

5) Skill in dealing with others by personal contact, telephone, and correspondence requiring tact, logic and persuasion.

(Describe specific experience, training and developmental assignments which demonstrate your abilities to deal with others by personal contact, telephone, and correspondence requiring tact, logic, and persuasion. Describe any representation roles you have performed for your organization and special projects you have completed which require these skills).

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.